



Foreign Service Institute

DEPARTMENT OF STATE

B I O G R A P H I C
I N F O R M A T I O N

Members of

Administrative Operations Course

March 11 - May 3, 1963

**MEMBERS OF M-410 ADMINISTRATIVE OPERATIONS COURSE
FOURTEENTH CLASS
March 11 - May 3, 1963**

<u>Name</u>	<u>Grade</u>	<u>Former Post</u>	<u>Next Post and Position</u>
ABREU, Abelardo J.	FSS-6	Dublin	Asuncion General Services Specialist
ALLINSON, Jerry J.	FSR-6	New	Bamako General Services Officer
BARRON, Thomas F.	FSR-6	New	Khartoum General Services Officer
BRINSON, Samuel K.	FSS-6	Damascus	Chiangmai Administrative Assistant
FLOYD, Carroll L.	FSO-6	Oslo	Peshawar Administrative Officer
FRAZIER, James, Jr.	FSR-6	New	Libreville Personnel Officer
GRAHAM, John R.	FSS-6	Zagreb	São Paulo Administrative Assistant
HURST, Elmer F.	FSS-5	New	Dhahran General Services Specialist
LORDIGAN, Vahn	FSR-5	New	Rabat General Services Officer
MCCOY, Harold J.	FSR-6	New	Leopoldville General Services Officer
MCCURRY, George R.	FSS-5	Marseille	Benghazi General Services Assistant
MITHOEFER, William C., Jr.	FSO-7	Madrid	Kigali Administrative Officer
PINCKNEY, Samuel M., Jr.	FSR-5	New	Phnom Penh General Services Officer

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MEMBERS OF M-410 ADMINISTRATIVE OPERATIONS COURSE
(Cont'd)

<u>Name</u>	<u>Grade</u>	<u>Former Post</u>	<u>Next Post and Position</u>
SIMMONS, Charles G.	FSR-4	New	Lima General Services Officer
SMITH, Robert L.	FSR-4	New	Port of Spain Administrative Officer
SWEENEY, Robert E.	FSR-3	New	Niamey Administrative Officer
WILLIAMS, Charles G.	FSS-6	Manila	Manila General Services Assistant
WOHLFELD, William	FSR-3	New	Quito Administrative Officer
YATES, Hubert L.	FSS-6	Pretoria	Rangoon General Services Assistant

O/FSI - March 1963
Revised

Revised

Foreign Service Staff Personnel attending the personnel portion of the M-410 Administrative Operations Course from April 15 to April 26, 1963:

1. Frances L. Adams, FSS-5
2. Frances M. Dyrek, FSS-6
3. Eileen M. Kerley, FSS-4
4. Jacqueline Mathy, FSS-7
5. Inez Price, FSS-8
6. Vincent Shuey, FSS-9

O/FSI:March 1963

ABELARDO J. ABREU

(FSS-6)

Born: January 9, 1920, Key West, Florida.

Departmental & Foreign Service Performed: Rio de Janeiro, Communications Clerk, FSS-13, 1951 - 1953; Medan, 6 months as Gen. Clerk, and Djakarta, Indonesia, Communications Supervisor for 1 1/2 years, FSS-12, 1954 - 1956; Guayaquil, Ecuador, Administrative Assistant, FSS-11, 1956 - 1958; Caracas, General Services Assistant, FSS-10, 1958 - 1960; Cork, Ireland, 5 months as Chancellor of Consulate; and Dublin, Ireland, General Services Assistant, 1961 - 1963, FSS-9. (Now FSS-6)

Other Government Service: US Navy, 1942 - 1945, Radioman, 3/C.

Prior Non-Government Service: Purser, S.S. "Florida" P & O S.S. Co., 1949 - 1951; Private Business, Partnership with Brother, 1946 - 1949; P.A.A., Clearance Clerk (Cargo Dept.), 1945 - 1946; US Navy, Rdm. 3/C, 1942 - 1945; P.A.A., Clearance Clerk (Passenger Dept.), 1940 - 1942.

Next Post of Assignment and Position: Asuncion, Paraguay, General Services Specialist.

JERRY J. ALLINSON

(FSR-6)

Born: September 7, 1930, Niagara Falls, New York.

Colleges Attended: Syracuse University -- Business Administration, B.S., 1953 - 1957; Education, M.A., 1960 - 1961; Geography, 1961 - 1962.

Prior Non-Government Service: Caterpillar Tractor Co., Assistant Traffic Manager, Foreign Traffic, 1957 - 1960.

Next Post of Assignment and Position: Bamako, Mali; General Services Officer.

THOMAS FRANCIS BARRON

(FSR-6)

Born: September 12, 1926, Yonkers, New York.

Colleges Attended: St. Bonaventure University, 1946 - 1948;
University of San Francisco, 1948 - 1950, B.S.

Prior Non-Government Service: Office Manager, 1957 - 1961,
Management, Personnel, Budget, Administration for a bonding
company.

Next Post of Assignment and Position: Unassigned, General
Services Officer.

SAMUEL K. BRINSON

(FSS-6)

Born: February 21, 1924, Palatka, Florida.

Colleges Attended: Moorehouse College, Atlanta, Georgia, Zoology, 1941 - 1942; CCNY, New York City, N.Y., Business Administration, 1942 - 1943.

Departmental & Foreign Service Performed: Frankfurt, Germany, Clerk, 1949 - 1954; Bonn, Germany, Records Supervisor, 1954 - 1956; Seoul, Korea, General Services Assistant, 1956 - 1958; Damascus, Administrative Assistant, 1959 - 1963; FSS-6.

Other Government Service: US HQs EUCOM, Frankfurt, Germany, Legal Administrative Assistant, 1947 - 1948; OMGUS, Joint Export Import Agency, Administrative Assistant, 1948 - 1949.

Prior Non-Government Service: During Summer Months worked as Assistant Manager of small neighborhood Drug Store in New York City, 1938 - 1940.

Next Post of Assignment and Position: Chiangmai, Thailand, Administrative Assistant.

CARROLL L. FLOYD

(FSO-6)

Born: November 1, 1931; Gurdon, Arkansas.

Colleges Attended: Ouachita College, Chemistry and Biology, 1949 - 1950; U.C.L.A., B.S., Psychology, 1956 - 1959.

Departmental & Foreign Service Performed: Vice-Consul and 3rd Sec., Amembassy, Oslo, 1960 - 1962, Consular (Visas, Passports and Citizenship, Protection and Welfare, Federal Benefits), Economic (General Economic Reporting with emphasis on Commercial Reporting), Protocol and Treaty Officer.

Other Government Service: US Navy, 1950 - 1954, AK2 (Aviation Storekeeper).

Prior Non-Government Service: Tool Expediter, (Missile Tooling), Hughes A/C Co., Culver City, California, 1954 - 1955; Insurance Inspector (Underwriting Reports), Retail Credit Co., L.A., 1955 - 1959; Administrative Assistant, (Personnel & General Administration), Douglas A/C Missile & Space Systems Engineering, Santa Monica, 1959 - 1960.

Next Post of Assignment and Position: Administrative Officer, Peshawar.

JAMES FRAZIER, JR.

(FSR-6)

Born: May 2, 1927, Pittsburgh, Pennsylvania.

Colleges Attended: West Virginia State, Business Administration, B.S. 1948 - 1951; Duquesne University, Economics, M.S. 1954 - 1957; University of Omaha (short Graduate in College Business Management), 1959; Pacific University (short course in Social Work).

Other Government Service: Freight Traffic Officer, GS-7, Determining Economical freight rates from origin to destination, 1952 - 1958.

Prior Non-Government Service: Business Manager, Wiley College, 1958 - 1960, Management of all financial transactions relating to the college; Director of Industrial Relations, Urban League of Portland.

Next Post of Assignment and Position: Libreville, Gabon, Personnel Officer.

JOHN R. GRAHAM

(FSS-6)

Born: July 7, 1929, W. Hazleton, Pennsylvania.

Colleges Attended: Automotive Course, Hazleton, Pennsylvania.

Departmental & Foreign Service Performed: Salzburg, Austria, General Services Assistant, FSS-11, October 1955 - December 1957; Oslo, Norway, Personnel Offices, FSS-11, December 1957 - March 1960; Zagreb, Yugoslavia, Administrative Assistant, FSS-10, March 1960 - December 1962.

Other Government Service: Department of Army, civilian, Salzburg, Austria, Military Intelligence Analyst, GS-6, Counter Intelligence, June 1952 - October 1955.

Next Post of Assignment and Position: São Paulo, Brazil, Administrative Assistant.

ELMER FARROW HURST

(FSS-5)

Born: February 13, 1921, Cabool, Missouri.

Other Government Service: US Army, August 5, 1942 - August 31, 1962, Various positions--mostly in administrative field, Grades--Private thru Major; 7 years as Administrative Specialist, Master Sgt., Army Attache System; Civilian Employment as Clerk, GS-2 thru GS-4, Dept. of Army, 1941 - 1942.

Next Post of Assignment and Position: Dhahran, Saudi Arabia, General Services Specialist.

VAHN LORDIGAN

(FSR-5)

Born: February 8, 1924, New York City, N. Y.

Colleges Attended: Colgate University (military), 4 months; Arkansas State Teachers College (military), 3 months; George University (military), 3 months.

Departmental & Foreign Service Performed: Assistant U.S. Naval Attache and Naval Attache for AIR at Amembassy in Ankara and Manila, Rank of LCDR, Manila--3 years, 1959 - 1962, and Ankara--5 years, 1951 - 1956.

Other Government Service: 17 years, Active Duty in Navy, served world wide.

Prior Non-Government Service: American Tobacco Co., Sales Promotion Officer, August 1947 - August 1948.

Next Post of Assignment and Position: Rabat, Morocco, General Services Officer.

HAROLD JOSEPH McCOY

(FSR-6)

Born: July 18, 1927, Utica, New York.

Colleges Attended: Catholic University, Washington, D.C., 1947 - 1948, BSCE; Miami University, Florida, 1949 - 1950, BSCE; Southeastern University, Washington, D.C., 1959 - 1961, BBA (Management).

Other Government Service: General Services Administration, 1956 - 1963; Buildings Manager, GS-11, U.S. Marine Corps, 1954 - 1956; Housing Management Aide, GS-4, U.S. Navy Department San Diego; O & M Trainee, GS-4.

Prior Non-Government Service: Various supply type activities at clerical & storekeeper level during College.

Next Post of Assignment and Position: Unassigned, General Services Officer.

GEORGE R. McCURRY

(FSS-5)

Born: July 31, 1921, Modesto, California.

Colleges Attended: University of California (Berkeley), B.S. in Business Administration--1956, 1941 - 1943, 1955 - 1956. (Note: reason for dates--war interrupted work, therefore, I returned & completed the work in 1955 - 1956)

Departmental & Foreign Service Performed: Paris, Payroll Supervisor, Accountant, 1947 - 1952; Reykjavik, Iceland, Disbursing Officer, 1953 - 1955; Rome, Disbursing Officer, Assistant Budget & Fiscal, Assistant Management & Budget, 1956 - 1959; Marseille, Administrative Specialist, 1960 - 1962.

Other Government Service: Two years temporary government service prior to 1947.

Next Post of Assignment and Position: Wellington, New Zealand, General Services Assistant.

WILLIAM COLEMAN MITHOEFER, JR.

(FSO-7)

Born: July 8, 1931, Cleveland, Ohio.

Colleges Attended: College of Wooster, Philosophy, A.B., 1949 - 1953; University of Cincinnati, Summer School, 1951 - 1953; Duke University, Political Science, M.A., 1953 - 1958.

Departmental & Foreign Service Performed: Washington, Program Officer in Charge of Cultural Activities, UNESCO Relations Staff (now Secretariat, U.S. National Commission for UNESCO), 1958 - 1960; Madrid, Spain, Economic Officer, Office of the Commercial Attache, 1960 - 1962.

Other Government Service: USNR-R, AG/1, Aerology, 1950 - 1962.

Prior Non-Government Service: Student and part-time positions.

Next Post of Assignment and Position: Kigali, Rwanda, Administrative Officer.

SAMUEL M. PINCKNEY, JR.

(FSR-5)

Born: December 27, 1921, Orangeburg, South Carolina.

Colleges Attended: South Carolina State College, English, A.B., 1938 - 1942 - 1946; Hampton Institute, Administration, 9 Semester Hours toward Masters Degree, 1957 - 1958; Southern University, Administration, 3 Semester Hours toward Masters Degree, 1960; US Army Language School, Japanese, 1956 - 1957.

Other Government Service: US Army, Transportation Corps, Technical Supply Staff Officer, 1942 - 1963.

Next Post of Assignment and Position: Unassigned, General Services Officer.

CHARLES GORDON SIMMONS

(FSR-4)

Born: November 16, 1919, Hope, Arkansas.

Colleges Attended: Mississippi State University, 4 years, B.S., Business Administration; Armed Forces Staff College, 1951, War Planning Diploma; US Naval Intelligence School, 1958, Air Intelligence, Photo Inter., Radar Analysis.

Departmental & Foreign Service Performed: Department, November 26, 1962 to present; US Navy, Naples, Italy, 2 years, Staff Administrative Officer and Personal Aide to Admiral; US Navy, Paris, France, 3 months, SACLANT Representative Europe, NATO.

Other Government Service: US Navy, Commander, Naval Aviator, June 1, 1941 to July 1, 1962; Fighter pilot, Personnel Officer, Administrative Officer Staff, NATO, Fleet Air.

Prior Non-Government Service: Safety Engineer, USF&G, 1947 - 1948.

Next Post of Assignment and Position: Lima, Peru, General Services Officer.

ROBERT L. SMITH

(FSR-4)

Born: October 15, 1927, Portsmouth, Virginia.

Colleges Attended: University of Kentucky, A.B.; Political Science, 1945 - 1950; University of Kentucky, Graduate School, Sociology, 1952 - 1953.

Departmental & Foreign Service Performed: Department, Office of Budget, Budget Analyst, FSR-4, 1962 - 1963.

Other Government Service: Department of the Navy, Management Analyst, Publishing Management Analyst, Deputy Director Printing Office, Budget Analyst, GS-7 thru GS-12, July 1953 - November 1962.

Prior Non-Government Service: Community Analyst, Bureau of Community Service, University of Kentucky (rural community advisory service), 1952 - 1953; Administrative Assistant, Paul's, Inc., Louisville (civic program promotion), 1950 - 1952.

Next Post of Assignment and Position: Port of Spain, Trinidad, Administrative Officer.

ROBERT EDWIN SWEENEY

(FSR-3)

Born: July 26, 1917, Boundbrook, New Jersey.

Colleges Attended: Brown University, Economics, A.B. 1940;
Columbia University, Economics and Political Science, 1962
(Graduate work).

Prior Non-Government Service: General Electric, Accounting,
1940 - 1941; International General Electric, Marketing, Sales
Department Manager (Foreign); Corning Glass Works, Manager
International Marketing, 1962.

Next Post of Assignment and Position: Niamey, Niger (Republic of),
Administrative Officer.

CHARLES G. WILLIAMS

(FSS-6)

Born: August 5, 1918, Woodbury, New Jersey.

Departmental & Foreign Service Performed: Sofia, Bulgaria, Security Guard, 1946 - 1948; Panama, Security Guard, 1948; Ottawa, Security Guard, 1949 - 1951; Taipei, General Services Assistant, 1951 - 1954; Stockholm, Mail & Pouch Room Supervisor, 1954 - 1957; Kabul, General Services Assistant, 1957 - 1960; Manila, General Services Assistant, 1960 - 1963.

Other Government Service: US Army, Sgt., 1937 - 1939; US Army, M/Sgt., 1941 - 1945; Explosive Operator, GS-4, 1939 - 1941.

Next Post of Assignment and Position: Manila, General Services Assistant.

WILLIAM WOHLFELD

(FSR-3)

Born: February 23, 1925, New York, N. Y.

Colleges Attended: American University (Washington, D.C.), Candidate for PhD in Government, 1958 to present; University of Southern California, M.A. and B.S., August and February 1952.

Other Government Service: Bureau of the Budget, Fiscal Economist, GS-14, 1961 - 1962; Management Analyst, GS-13 & GS-14, 1958 - 1961; Air Force, HQ. Air Materiel Command & Sacramento, Supervisory manpower requirements Officer & Budget Analyst, GS-11 to GS-13, 1956 - 1958.

Prior Non-Government Service: California State Department of Finance, Budget Analyst, Equivalent to GS-7 & GS-9; 1952 - 1955.

Next Post of Assignment and Position: Quito, Ecuador, Administrative Officer.

HUBERT L. YATES

(FSS-6)

Born: October 6, 1924, Chase, Louisiana.

Colleges Attended: Northeast Louisiana State College, Music, 1947 - 1948.

Departmental & Foreign Service Performed: Pretoria, Communication Technician, FSS-6, Jan. 18, 1961 - February 1, 1963.

Other Government Service: Communication Technician, WB-12, Repair Communication Equipment, Signal Corps (Army), 1956 - 1961.

Prior Non-Government Service: Navy, RM 2/C, 1943 - 1946; Army, SFC, 1949 - 1953.

Next Post of Assignment and Position: Rangoon, General Services Assistant.

March 1963 - RD/R